Classification

CONFIDENTIAL 4-3

REPORTS INVENTORY

DDS/OC-023

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT	STATISTICAL
Inventory of Motor Vehicles (TVA)		NARRATIVE
		MACHINE-NAME LISTING

3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL
	X	LOGISTICS	SECURITY	OTHER (specify) COMMUNICATIONS
		MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
6	Annually	3 copies

7. FORMAT (memorandum, form computer print-out, etc) Memo	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
		YES	IF YES GIVE ADP PROCESSING NO.	Required by Log Officer
	X	NO		

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OC-A/C&SB	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-4	2.81		16		43.96		1		439.84
GS-10	6.44		40		257.60				
GS-13	8.33		16		133.28				
					439.84				

B. COSTS OF COMPUTER PRODUCED REPORTS

	104	TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by Office of Logistics and Audit Staff